

2016 CITY OF LINCOLN, NEBRASKA POLICE TRAINEE APPLICANT TEST INFORMATION

The written exam for Police Trainees will be held on July 8, 9, 20 or 23, 2016. (Applicants should refer to Supplemental Question #1 of the application as a reminder of the test date they selected.) Applicants may only test one time during this recruitment process.

TESTING PROCESS

This hiring process takes from five (5) to seven (7) months to complete and will involve exploring very sensitive and confidential aspects of an applicant's life. Applicants not selected to move on in the process, will be notified and will be able to reapply during the next recruitment. The progression of a candidate through our hiring process is dependent upon successfully completing each phase. These include the following: a written test, a physical abilities test, an oral interview, an extensive background check, a psychological exam, a medical exam, a polygraph exam, and the TABE test.

WRITTEN EXAM

As part of the selection process, all applicants are required to take two (2) written tests. The first is the **P**olice **O**fficer **S**election **T**est (POST) which is divided into four separately timed sections: Arithmetic, Reading Comprehension, Grammar and Incident Report Writing. The second test is the Inventory Law Enforcement Attitudes (ILEA). *Applicants are encouraged to read and use the supplemental study guide and POST study guide which will be sent to you by US Mail. Start your preparation as early as possible. This also is true for the Physical Abilities/Fitness portion of the test*

LOCATION

The written exam will be held at the **Lincoln Police Department, 575 S. 10th Street**. Enter through the main doors (off 10th Street.) See the **map** to Hall of Justice. The test site is fully accessible for individuals with mobility impairments. **Parking is available** in the lot on the Northwest corner of 10th and K Streets, or street parking.

TIME

Testing begins promptly at **8:30 a.m.** Applicants should arrive *at least* fifteen (15) minutes prior to sign in showing a valid driver's license. **Please note: Once testing has begun, no one will be permitted to leave the room until the completion of the test.**

PERSONAL HISTORY STATEMENT (Is available at www.lincoln.ne.gov/city/person/index.htm)

Refer to Supplemental Question #2 on the application. The Lincoln Police Personal History Statement includes a list of all documents/information needed for the Oral Interview. **Applicants should immediately begin work on this to enable them to locate the necessary documents. The completed Personal History Statements should be brought to the written exam! It will be collected upon successful completion of the written test. Failure to submit the Personal History Statement at that time may result in your disqualification. The required documents (such as transcripts, marriage licenses, etc.) will not be needed until the time of the interview.**

PHYSICAL ABILITIES TEST

Following completion of the POST and ILEA exam, tests will be graded and applicants will be immediately notified (same day) as to whether or not they move on. Applicants who pass the written test will advance to the Physical Abilities test that afternoon. *Dress in appropriate athletic attire.*

APPLICANTS FROM 500 MILES OR MORE

Applicants traveling a distance of **500 miles or more**, should contact: Sergeant Karl at lpd1338@cjis.lincoln.ne.gov or (402) 441-7240 **ten (10) business days prior** to their test date to schedule a same-day interview.

STUDY GROUPS

Attending a study group conducted by the Lincoln Police Department will help in preparation for the written and physical abilities tests. Time will be devoted in each session below to covering both tests. *Applicants may attend either session without reservation. Bring your Study Guide.*

- **First Session:** Thursday, June 16, 2016 1:00 p.m. – 2:30 p.m.
Lincoln Police Department, 575 S. 10th Street, Classroom A
- **Second Session:** Saturday, June 25, 2016 8:30 a.m. – 10:00 a.m.
Lincoln Police Department, 575 S. 10th Street, Classroom A
- **Third Session:** Tuesday, July 5, 2016 9:00 a.m. - 10:30 a.m.
Lincoln Police Department, 575 S. 10th Street, Classroom A

AMERICANS WITH DISABILITIES

In accordance with the Americans with Disabilities Act (ADA), should you require a form of reasonable accommodation in order to complete the written exams, please advise Human Resources, 555 S. 10th St., Room 302, Lincoln, NE 68508 with a hand-written request ***no later than ten (10) business days prior to your scheduled exam.*** This written request must include documentation of the need for said reasonable accommodation (i.e. written note from a doctor, psychologist, rehabilitation counselor, occupational or physical therapist, or other professional). Upon receipt and review of the written request and supporting written documentation, a staff member will be in contact to discuss testing options.

The National Police Officer Selection Test Study Guide is sent by U.S. mail.